

OFFICE OF CENTRAL SERVICES

Records Management Division

Schedule N	0.	
	C-1390	
Page No.		

of

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	RECORDS RETENTION AND DISPOSAL SCHEDULE						
AGENCY:	Office of Central Services	DIVISION:	Administration				
Item No.	Description		Retention				
1.	General Office and Correspondence Files Central Services Division and Department file original incoming letters, copies of outgoing le memoranda, studies, reports, projects, fixed as	es containing tters, esets inventory,	Retain for one (1) year, then screen annually and destroy any material no longer needed for current business.				
	OSHA 300A reports, directives, policies, and o related to the administration of the agency.						
2.	Accounting Records Files contain office copies of invoices, expenses purchase orders, direct payments, paid bills, part logs, etc.	Retain for three (3) years then destroy.					
3.	Agendas and Approved Minutes of Proceeding Agendas and approved minutes of meetings by appointed by the County Executive or jointly Executive and County Council. Portable document (pdf) copies of the approved minutes are general scans of the paper record done to Maryland Standards, and are used as access copies. The placed on the Anne Arundel County website.	y special bodies by the County ment format rated from ate Archives	PDFs: Retain two (2) years on website, eight (8) years in archive file, then transfer to Maryland State Archives. Paper: Scan to Maryland State Archives standards, then destroy.				
4.	Personnel Files Files contain information on current and past A. Files may contain, but are not limited to comployment applications, annual perform reprimands and disciplinary actions, awar accident reports, resumes, etc. B. Reclassifications	Retain for three (3) years after termination then destroy. Retain for three (3) years after decision is rendered then destroy.					
Schedule App	roved by Agency or Division Representative	Schedule Approved by State Archivist	<i>'</i>				
Date							
Schedule App	roved by Records Management Officer 18 Qualue A Pawons Signature	6.14.18 Date	Signature				



OFFICE OF CENTRAL SERVICES

Schedule No.
C-1390

Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	Office of Central Services DI	VISION:	Administration
Item No.	Description		Retention
5.	Interviews Files contain completed questionnaires, resumes, posi announcement, interview schedule and interview que		Retain for three (3) years then destroy.
6.	Payroll		
	A. Time sheets and leave request forms		Retain for three (3) years then destroy.
	B. Leave Reports		Retain for sixty (60) days then destroy.
7	C. Payroll Registers		Retain for two (2) pay periods then destroy.
7.	Budget Records		
	A. Annual budget submissions,		Retain for three (3) years then destroy.
!	B. Monthly budget printouts and work papers.		Retain for two (2) years then destroy.
8.	Minority Business Enterprise Program (MBEP) Mont Utilization Reports – Files contain contract reports & payment reports summarized by ethnic classifications adjusting entries. Each report contains vendor name, vendor/address number, ethnic classifications, type of procurement, order date, transaction amount.	direct	Retain for three (3) years then destroy.
9.	MBEP Monthly Program Reports – Files contain info on outreach activities, number of businesses requesting technical assistance, meetings & minutes, contacts.		Retain for one (1) year then destroy.
10.	MBEP Year End Utilization Reports (Calendar Year/Year) – Files contain information on Capital Improve Program subcontractor reports & spreadsheets, quart card reports & spreadsheets, non-mincrity adjusting contract/purchase order utilization by ethnic classific statistics, direct payments summary reports & spreadsheets	ment erly p- entries, ations	Retain for three (3) years then destroy.



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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	Office of Central Services	DIVISION:	Administration
Item No.	Description		Retention
	Litigation Hold: When litigation of a partice commences, or is reasonably anticipated, a Law will institute a litigation hold to person the case. The litigation hold is a memoral directing that information relevant to the including electronically stored information preserved and not destroyed. The details required will be addressed in the litigation memorandum. It is imperative that all recadhere to the directions of the litigation his contrary to the directives of this retention Questions regarding how to adhere to the in the litigation hold can be addressed with of Law and/or Office of Information Technoffice of Law will notify individuals when longer subject to the litigation hold.	the Office of ons involved candum litigation, n, must be of what is n hold cipients old, even if it on policy. instructions the Office cology. The	

Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	ERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			EMENT DIVI			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
, , ,		Jessup, Man			PAGE1 OF10	
		410-79				
Department/Agency	2. Divisio	n			3. Unit	
Office of Central Services	Administr	ration				
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
purposes. 4. Record Series Title				5 Farlie	st Year/Latest Year	
General Office and Correspondence Files					1997 to2016	
Centeral Office and Concespondence Files					.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Recard Series Description (Briefly describe the t	vnes of inf		ımante/forms	found in t	he series. Include the purpose or function of the	
• , •	ypes of ini	Omadonidoci	aments/ionns	iounu iii ti	ne series. Include the purpose of function of the	
Series.)		da studios r	ande project	e fived as	ente inventory OSHA 2004 reports, directives	
Original incoming letters, copies of outgoing letters policies and other materials related to the administrations.			sports, project	s, lixeu as	sets inventory, OSHA 300A reports, directives,	
policies and other materials related to the administ	เลยอก 01 เก	o agency.				
7. Record Series Format(s) List all		B. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		✓ Alphabetica	1	3 Number	-	
	ł					
☐ Legal Size ☐ Computer Tape		Numerical		File Dr	· ·	
Audio Tape Floppy Disk	ļ	Chronologic	al	☐ Microfi	Im Rea(s) Iter Tape(s)	
				Other	· · · ·	
☐ Bound Book ☐ Video Tape		☐ Geographic	al			
Other (specify)		Other (spec	ifv)	10. Аппиа 1	Accumulation	
			"——	Number	-	
				File Dr	awer(s) Im Reel(s)	
			Com		uter Tape(s)	
				Cther	(specify)	
11. File is Used			12. File Becom	es Inactive A	fler	
			1-20			
- 🗌 Daily 🦳 Weekly 🗹 Monthly 🔲 Ann	iually	,	Number	Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			_		ated Elsewhere? (If yes, specify agency or office.)	
2550 Riva Road, 3 rd Floor, Management Aide office			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
☐ Yes ☑ No			.		3	
			None	∐ State [Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended	Retention	
Yes Mo			Screen and	nually and	Retention ICM destroy material no longer needed for current	
			business.		`	
			Retain perr	nanently o	lirective, policies & other material related to	
	•		planning &	policy tha	tillustrate development of the agency. Transfer to	
			state archiv	es every	20 years.	
19. Name and Title of Preparer		20. Telepho	one Number	21, Dat	9	
Elizabeth M. Glebus, Sr. Mgt. Asst.		410/222-76			- 22, 2016	
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Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	RDS MANAG	EMENT DIVI	SION	
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	
	Jessup, Maryland 2079				PAGE2 OF10
Department/Agency	2. Divisio		3.1330	-	3. Unit
Central Services	Administ	ration			
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition
4. Record Series Title				5. Earlie	est Year/Latest Year
Accounting Records					2013 to2016
6. Record Series Description (Briefly describe the	types of inf	ormation/coc	uments/forms	found in t	he series. Include the purpose or function of the
series.)					
Copies of invoices, expense/travel reports, purcha	ase orders,	direct paymer	nt, paid bills &	procurem	ent card logs.
7. Record Series Format(s) List atl		8. Record Serie	s Sequence	9. Volume	
☑ Letter Size ☐ Microfilm		✓ Alphabetica	ı	2 Number	-
☐ Legal Size ☐ Computer Tape		Numerical		File D	rawer(s) ilm Reek(s)
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☐ Bound Book ☐ Video Tape		Geographic	al		
Other (specify)		Other (spec	10. Annual Accumulation		
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			n		· · · · · · · · · · · · · · · · · · ·
11. File is Used			12. File Becom	nes Inactive A	lter
☐ Daily ☐ Weekly ☑ Monthly ☐ Ar	nnually		Number		Month(s) 💟 Year(s)
40.0			44 1- 70		
13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Road, 3rd Floor, Management Aide office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			(Facilities Management Division & Risk Management Division) 16. Audit Requirements		
Yes No					
			✓ None	State (Federal Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	mandad	Petention
Yes No					
			rtetain inre	e (3) year	s then destroy.
Ų.					
40 Name and Title of Date of				T 04 5 :	
19. Name and Title of Preparer			one Number	21. Dat	
Elizabeth M. Glebus	410/222-76		70	August	22, 2016

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page3 of <u>10</u>					
COMAR 14.18.02								
DEPARTMENT/AGENCY Office of Central Services	2 DIVISION Admini	stration	3 UNIT					
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes								
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR					
Agendas and approved minutes of pr	oceedings		TOPresent					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system					
Agendas and approved minutes of meeting bodies (boards or commissions) appointed Executive or jointly by the County Executive Council.	s to agendas and approved minutes of commissions appointed by the County the County Executive and County							
8 ELECTRONIC RECORD SERIES DESCR	Council. 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.							
Agendas and approved minutes of meetings boards or commissions appointed by the County Executive or jointly by the County Executive and County Council are scanned to Maryland State Archives standards to generate a portable document format (pdf) copy that is posted on the Anne Arundel County website (aacounty.org), and available to be read on the home page of each entity.								
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing						
Copies of the agendas and approved mine scan to Maryland State Archives standard								
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
Update as needed.								
	11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.							
Board/commission websites are maintaine	ed by OIT as link	s to the official Anne Arund	del County website – aacounty.org					
12 RECOMMENDED RETENTION Two (2) years on board/commission web	site, eight (8) ye	ars in archive file, then tran	nsfer to Maryland State Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
Elizabeth M. Glebus	410/222-7	645	April 30, 2018					
16 TITLE OF PREPARER Sr. Mgt. Asst.								
DGS 550-6 (rev. 10/12)								

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANAG	SEMENT DIVI	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B					
,	Jessup, Maryland 20				PAGE3 OF10	
Department/Agency	2. Divisio		 		3. Unit	
Office of Central Services	Administ					
					<u> </u>	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Minutes and recordings of proceedings					2016 to	
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Approved minutes and recordings (if applicable) o	f meetings	by special boo	dies appointe	d by the C	ounty Executive or jointly by the County Executive	
and County Council.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	•	
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13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Road, 3 rd Floor, Management Aide office			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)			
2000 Tiva Today, 5 - 1 tool, Wallage Helit Alde Silice			Yes Y No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes 🗹 No			None			
			[] (Act le	∏ arave f		
17. Is an Index System used? If yes, explain briefly and describe	17. Is an Index System used? If yes, explain briefly and describe requirements			nmended F	Retention	
			Retain five	(5) years	from date of meeting then transfer to state	
			arenives.	Scan H	Maryland State Archives.	
			archives, Scan to Maryland State Archives. Standards then destroy paper. Images retain 10 years and transfer to MSA.			
•			IV year	3 and	11 446+41 TO 14154.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9	
Elizabeth M. Glebus		410/222-76	45	August	22, 2016	

Instructions –Type or Print a separate form for DEPARTMENT OF G			ENERAL SER	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		RDS MANAG				
with Records Retention Schedule (DGS 550-1)		7275 Waterloo Road, P.O. Bo				
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	410-799-1930					
Department/Agency	2. Divisio	n			3. Unit	
Office of Central Services	Administ	ration				
	L	21 22				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
Personnel Files					1999 to2016	
6. Record Series Description (Briefly describe the	types of int	ormation/doci	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Current employee files that may contain but are no		•			nnual performance reviews, reprimands and	
disciplinary actions, awards, doctor slips, accident	reports, re					
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	_	
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11. File is Used			12. File Becom	ies inactive A	ner	
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13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Road, 3 rd Floor, Management Aide office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements	·· ·	
☐ Yes ☑ No			☑ None	☐ State ☐ Federal ☐ Independent		
					J	
17. Is an Index System used? If was explain briefly and describe	requirements		19 Bassa	monded	Dotontion	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recom			
			1	_	s for three (3) years after termination then destroy.	
					ns for three (3) years after decision is rendered	
		i	then destro	y.		
19. Name and Title of Preparer		20 Telepho	ne Number	21. Date	P	
Elizabeth M. Glebus		410/222-76			e 22, 2016	
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Instructions –Type or Print a separate form for each new or revised record series. Forward				SENERAL SERVICES AGENCY RECORDS INVENTORY GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	/2/5		ad, P.O. Box	275	PAGE5 OF10		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	on			3. Unit		
Office of Central Services	Administ	ration					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Interviews			2013 to2016				
			,		,		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Interview files containing completed questionnaire	s, resumes	, position ann	ouncement, is	nterview s	chedule and questions.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
☑ Letter Size		✓ Alphabetica	1	Number			
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☐ Audio Tape ☐ Floppy Disk		Chronologic	al	Computer Tape(s)			
				Other (specify)			
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2660 Riva Road, 3™ Floor, Management Aide office			☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes V No			16. Audit Requ	uirements			
			✓ Nane	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
Yes 🗹 No			Retain inter	rview files	for three (3) years after selection then destroy.		
				11100	and to for your of sites obtained that desired.		
19. Name and Title of Preparer		20. Telepho	ne Number	e Number 21. Date			
Elizabeth M. Glebus		410/222-76	45	August	22, 2016		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		RDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
,		Jessup, Man			PAGE6 0F10	
	410-799-1930					
Department/Agency	2. Divisio	in			3. Unit	
Office of Central Services	Administ	ration				
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DEFINITION: RECORD SERIES: A group of relati	ed records	normally filed	and used as:	a unit for r	eference as well as retention and disposition	
purposes.			4114 4554 45			
4. Record Series Title				5. Earlie	est Year/Latest Year	
Payroll			į		.2013 to2016	
6. Record Series Description (Briefly describe the	types of int	formation/docu	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Timesheets, leave request forms, leave reports ar	nd payroll re	egisters.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2660 Riva Road, 3 rd Floor, Management Aide office			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Rea	virements		
Yes No			16. Audit Requirements			
			✓ None	State [Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	nmended	Retention	
☐ Yes ☑ No			Retain time	esheets ar	nd leave request forms for three (3) years then	
			destroy.			
				/e reports	for sixty (60) days then destroy.	
				Retain leave reports for sixty (60) days then destroy. Retain payroll registers for two (2) pay periods then destroy.		
19. Name and Title of Preparer		20 Tolort	one Number	21. Dat		
Elizabeth M. Glebus, Senior Management Assista	ant	410/222-76		1	e 22, 2016	
Enzadett W. Glebas, Genior Wanagement Assiste	er it	710/222-70		August	££, £V1U	
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (OGS 550-1) SECORDS MANAGEMENT ON/SION 7275 Waterloop note, P.O. 9o. 275 Security 1.0	F						
RECORDS MANAGEMENT DIVISION 77375 Waterloo Road, P. D. Geo. 275 Jessue, Manyabad 20794 1. Department/Agency 1. Department/Agency 2. Division Administration CEFINITION RECORD SERIES: A group of retried records normally filed and used as a unit for reference as well as relaminon and disposition S. Earlies Year(Lacet Year 2013	Instructions –Type or Print a separate form for DEPARTMENT OF GEN				NERAL SERVICES AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1) PAGE	 - ''	RECORDS MANAGEMENT DIV			SION		
Jessup, Maryland 20794 1. Department/Agency 2. Division 3. Unit 1. Department/Agency 3. Unit 1. Department/Agency 3. Unit 3. Uni							
1. Department/Agency	with Records Retention Schedule (DGS 550-1)	1213			213	PAGE7 OF10	
Office of Central Services Administration DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Budget Records 5. Earliest Year/Latest Year 2013 to2016			• •	•			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Budget Records 5. Earliest Year/Latest Year 2013	Department/Agency	2. Divisio	on			3. Unit	
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11. File Is Used			:		I =		
12. File Becomes Inactive After							
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13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Rd, 3rd Floor, Senior Management Assistant's office 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes No 16. Audit Requirements None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 18. Recommended Retention Retain annual submission for three (3) years then destroy. Retain all other papers for two (2) years then destroy.	11. File is Used			12. File Becom	nes Inactive A	fter	
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency 2. Division Minority Business Enter (MBEP) DEFINITION: RECORD SERIES: A group of related records normally filed purposes. 4. Record Series Title MBE Utilization Monthly Reports – Contracts/Direct Payments			GEMENT DIVISION bad, P.O. Box 275 yland 20794 9-1930 erprise Program and used as a unit for r		AGENCY RECORDS INVENTORY PAGE8 OF10 3. Unit eference as well as retention and disposition st Year/Latest Year to 2015			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documents include: ethnic classifications, PO number, procurement type, transaction date, amount, vendor number, vendor name								
Purpose: work sheet used to reclassify information, record summaries, prepare monthly, quarterly, annual MBE utilization reports								
7. Record Series Format(s) List afl	8. Record Series		s Sequence	9. Volume				
X Letter Size	Alphabelical		I	Number				
Legal Size Computer Tape	Numerical			x File Dra				
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11. File is Used			12. File Becomes Inactive After3					
☐ Daily ☐ Weekly X Monthly ☐ Annually			Number	۰ 🗀	Month(s) X Year(s)			
13. Current Localion(s) (Bldg., Floor, Room) 2660 Riva Rd – 3 rd floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
☐ Yes X No			X None					
			·					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 3YRS, Then destruy					
·		one Number 21. Da						
Joanne Jackson, M/SBE Coordinator	410/222-762		ZU	10/3	n IO			

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT RECORDS N	T OF GENERA		AGENCY RECORDS INVENTORY				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE9 OF10				
1. Department/Agency Office of Central Services	2. Division Minarity Business	s Enterprise P	rogram (MBEP)	3. Unit				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally f	iled and used	as a unit for referen	ce as well as retention and disposition				
Record Series Title MBE Monthly Program Report		5. Earliest Year/Latest Year2011 to2016						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Information includes: monthly administrative report/CSO, outreach activities, meetings & minutes, requests for information, expense reports, p-card statements/logs, management time sheets Purpose: identify monthly MBE activities, engagements, contacts								
7. Record Series Format(s) List all	8, Record Series	s Sequence	9, Volume 1					
X Letter Size	Alphabetical	ı	Number					
Legal Size Computer Tape	☐ Numerical		x File Orawer(s)					
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☐ Bound Book ☐ Video Tape	☐ Geographical		Other (specify)					
Other (specify)	Other (spec	ify)	10. Annual Accumulation12 Number					
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13. Current Location(s) (Bldg., Floor, Room) 2660 Riva Rd, 3명 위	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No	16. Audit Requirements x None State Federal Independent							
17. Is an Index System used? If yes, explain briefly and describe t	18. Recommended Retention (1) year, then destroy							
19. Name and Title of Preparer	I	one Number	21. Date					
Joanne Jackson, M/SBE Coordinator	410/222-76	20	10/3/16					

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Department/Agency	2. Division				3. Unit			
Office of Central Services	<i>" '</i>			gram	l l			
(MBEP)					·			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.								
4. Record Series Title			5. Earliest Year/Latest Year					
MBE Year End Utilization Reports (CY/FY)			2012 to2015					
6. Record Series Description (Briefly describe the t	types of info	ormation/doct	uments/forms	found in t	he series. Include the purpose or function of the			
series.) Information includes: Capital Improvement	Program s	ubcontractor	reports identif	fied by pro	oject number, project name, contractor name, bid			
opening date, Notice To Proceed date, subcontrac	t award, su	bcontractor n	ame, ethnic c	lassification	on, subcontract award, project manager name; and			
quarterly p-card reports identified by vendor name,	, category o	description, a	ddress, total s	pend, eth	nic classification/certifications			
·	en Busines	ss Enterprise	subcontract a	wards, cla	assify/reclassify vendor information; prepare annual			
MBEP utilization reports	<u></u>							
7. Record Series Format(s) List all	ļ	8. Record Serie	s Sequence	9. Volume	_			
Letter Size Microfilm	X Alphabetical		ı	Number	iber			
X Legal Size Computer Tape	☐ Numerical			l _	File Drawer(s)			
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
Yes X No								
			X None State Federal Independent					
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17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 3 years, Then destroy					
Yes X No			, , , , , , , , , , , , , , , , , , , ,					
<u> </u>								
19. Name and Title of Preparer		20. Telepho	ne Number 21. Date					
Joanne Jackson, M/SBE Coordinator	·			10/3/16				